

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 **Position Title:** **Junior Engineer**
- 1.2 **Position Level:** **S2**
- 1.3 **Major Group:** **Architecture & Engineering Services**
 Group
- 1.4 **Sub-Group:** **Engineering Services**
- 1.5 **Job Code No.:** **02.200.08**
- 1.6 **Job Location (*Complete as appropriate*):**
 Ministry: _____; **Department:** _____; **Division:** _____;
 Section: _____; **Unit:** _____.
- 1.7 **Title of First Level Supervisor (*Official title of the Supervisor*):** **Asst. Engineer II.**
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2 PURPOSE, DUTIES & RESPONSIBILITIES (*Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

Purpose: To support the activities of the assistant engineers in the supervision and monitoring of engineering projects and ensure compliance to drawings and specifications.

Duties & Responsibilities	% Of Time
<ul style="list-style-type: none">Assists EA-I and EA-II in co-ordinating engineering projects between contractors and the department	
<ul style="list-style-type: none">Assists in the supervision of engineering works to ensure compliance with Codes and Standards and checks finished works for adherence to the organization's specifications	

<ul style="list-style-type: none"> • Prepares preliminary plans and designs, technical drawings and detailed cost estimates of engineering works for approval 	
<ul style="list-style-type: none"> • Collects data and surveys for proposed engineering projects 	
<ul style="list-style-type: none"> • Makes entry into measurement books 	
<ul style="list-style-type: none"> • Check the maintenance of MAS accounts and operation of muster rolls 	

3 KNOWLEDGE AND SKILLS REQUIREMENTS *(Minimum requirement for performance of work described – Level of Knowledge, Skill and Ability):*

3.1 Education: Class XII with 3yrs Diploma (Engineering)

3.2 Training:

3.3 Length and type of practical experience required: Entry

3.4 Knowledge of language(s) and other specialized requirements: He/she should have good command over written and spoken Dzongkha as well as English. Knowledge of other dialects of the country would be considered as added advantage.

4 COMPLEXITY OF WORK *(The nature, number and intricacy of tasks, steps, processes or methods involved in work; difficulty and originality involved in work):*

Work includes the translation of the engineering principles and theories in the forms of engineering drawings onto the field for the physical construction of projects and infrastructure. He should be able to read and modify the drawings, as required. The JE is also required to be thorough with the use of Measurement Books and MAS registers, the use of which are tedious and requires diligence and meticulousness. Errors in such records can lead to wasteful and overpayments to the contractors.

5 SCOPE AND EFFECT OF WORK *(Describe the purpose, breadth of work performance, and the effect the work has on the work of others or the functions of the organization):*

The position is the entry position for professional engineers and as such, the main job of supervision of projects in the field is performed by him. Therefore, this position is critical to the quality of work achieved and timely completion of projects, making the physical performance of the organization largely dependent on it. The inputs provided by this position into the formulation of projects would have a direct impact on the successful implementation of programmes such as roads, schools and power and communications infrastructure.

6 INSTRUCTIONS AND GUIDELINES AVAILABLE

6.1 Instructions: *(Describe controls exercised over the work by the superior; how work is assigned, reviewed and evaluated)*

The supervisor provides the objectives, priorities and targets that is expected from the position and assists him when he faces problems. He then conducts his work according to accepted practices. Completed work is checked for technical soundness.

6.2 Guidelines: *(Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines):*

Guidelines are available in the form of Engineering Codes and Standards, Traditional Architectural Guidelines, Construction Handbook and other reference material.

7 WORK RELATIONSHIP *(Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization other than contacts with superiors):*

Personal contacts are with employees in the same organization and with contractors and their representatives. The purpose of these contacts would be to discuss issues that arise at the field level and to act as a bridge between the organization and the private sector.

8 SUPERVISION OVER OTHERS *(Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates):*

Plans, assigns, directs and reviews the work of about three to five technicians engaged in professional work.

9 **JOB ENVIRONMENT** *(Describe physical exertion required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts):*

The work of the Junior Engineer is mainly a field job and therefore requires considerable and constant physical exertion. He is exposed to extreme weather conditions and potentially dangerous situations.